

NOTICE TO THE BAR

IMPLEMENTATION AND TRAINING FOR CASE MANAGEMENT AND ELECTRONIC CASE FILES (CM/ECF)

The United States Court of Appeals for the Third Circuit is implementing the Electronic Case Files System starting **December 15, 2008**. Attorneys will be required to file documents electronically in accordance with Third Circuit Local Rules. Training classes are scheduled throughout the Third Circuit from October through mid-December 2008 to facilitate mandatory electronic filing for attorneys. Thereafter, training classes will be offered in Philadelphia on the second Wednesday of every month.

Attorneys, who practice before the Court, and their support staff are strongly encouraged to attend an ECF training class. The course will include a general introduction to CM/ECF, group instruction on electronic filing, hands-on training, and practice with electronic filings. A list of the dates, times, and locations for ECF training classes is attached. Attorneys and support staff may register by going to the Third Circuit internet website and entering the required registration information. After registration is completed, you will receive an e-mail confirmation for attendance. Please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class. Please note that seating is limited at each training location, and registration is on a first-come, first-serve basis.

The ECF training course has been approved by the Pennsylvania Bar Association and the Delaware Bar Association for a maximum of 1.5 CLE credit hours for the General Practice requirement (which should also be transferable for New Jersey and the U.S. Virgin Islands). The appropriate sign-in sheets and forms will be available at each training class.

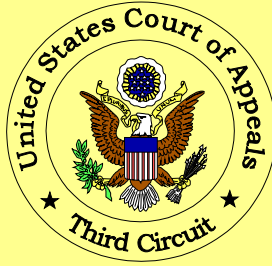
ECF on-line training registration is located on the Third Circuit website at www.ca3.uscourts.gov, and a new CM/ECF webpage with additional information (including information on obtaining an ECF filer login and password) is forthcoming. You may also contact the ECF Helpdesk by calling (267) 299-4970 or by e-mailing ecf_helpdesk@ca3.uscourts.gov.

For the Court,

A handwritten signature in cursive script that reads "Marcia M. Waldron".

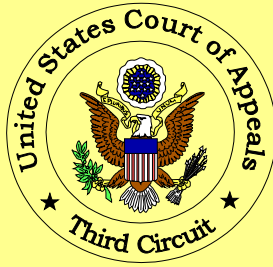
Marcia M. Waldron, Clerk

October 6, 2008



**SCHEDULE OF CM/ECF TRAINING CLASSES
OCTOBER THROUGH DECEMBER 2008**

LOCATION	DATE	TIME
PHILADELPHIA, PA	OCTOBER 29, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M. 2:00 P.M. - 4:00 P.M.
PHILADELPHIA, PA	OCTOBER 30, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M. 2:00 P.M. - 4:00 P.M.
WILMINGTON, DE	NOVEMBER 3, 2008	10:00 A.M. - 12:00 P.M. 1:00 P.M. - 3:00 P.M. 3:00 P.M. - 5:00 P.M.
WILMINGTON, DE	NOVEMBER 4, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M.
PITTSBURGH, PA	NOVEMBER 6, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M. 2:00 P.M. - 4:00 P.M.
PITTSBURGH, PA	NOVEMBER 7, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M.
SCRANTON, PA	NOVEMBER 12, 2008	10:00 A.M. - 12:00 P.M. 1:00 P.M. - 3:00 P.M. 3:00 P.M. - 5:00 P.M.
HARRISBURG, PA	NOVEMBER 13, 2008	10:00 A.M. - 12:00 P.M. 1:00 P.M. - 3:00 P.M. 3:00 P.M. - 5:00 P.M.
HARRISBURG, PA	NOVEMBER 14, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M.
NEWARK, NJ	DECEMBER 2, 2008	10:00 A.M. - 12:00 P.M. 1:00 P.M. - 3:00 P.M. 3:00 P.M. - 5:00 P.M.

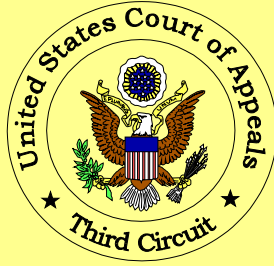


**SCHEDULE OF CM/ECF TRAINING CLASSES
OCTOBER THROUGH DECEMBER 2008**

LOCATION	DATE	TIME
NEWARK, NJ	DECEMBER 3, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M.
TRENTON, NJ	DECEMBER 4, 2008	10:00 A.M. - 12:00 P.M. 1:00 P.M. - 3:00 P.M. 3:00 P.M. - 5:00 P.M.
TRENTON, NJ	DECEMBER 5, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M.
ST. THOMAS, USVI ST. CROIX, USVI*	DECEMBER 9, 2008	10:00 A.M. - 12:00 P.M. 1:00 P.M. - 3:00 P.M. 3:00 P.M. - 5:00 P.M.
ST. THOMAS, USVI ST. CROIX, USVI*	DECEMBER 10, 2008	9:00 A.M. - 11:00 A.M. 11:00 A.M. - 1:00 P.M. 2:00 A.M. - 4:00 P.M.
PHILADELPHIA, PA	DECEMBER 16, 2008	11:00 A.M. - 1:00 P.M. 2:00 P.M. - 4:00 P.M.
PHILADELPHIA, PA	DECEMBER 17, 2008	11:00 A.M. - 1:00 P.M. 2:00 P.M. - 4:00 P.M.
PHILADELPHIA, PA	SECOND WEDNESDAY OF THE MONTH	2:00 P.M. - 4:00 P.M.

***The training sessions in St. Thomas will be videoconferenced to St. Croix.**

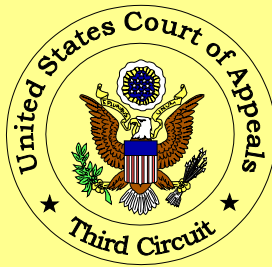
Amended October 14, 2008



LOCATIONS OF CM/ECF TRAINING CLASSES

U.S. Courthouse Third Circuit Library - 1st Floor 601 Market Street Philadelphia, PA 19106	MLK Federal Bldg. & U.S. Courthouse 1st Floor 50 Walnut Street Newark, NJ 07101-0999
Federal Building - Room 6007 844 N. King Street Wilmington, DE 19801	Clarkson S. Fisher Fed. Bldg. & U.S. Courthouse - 3rd Floor 402 East State Street Trenton, NJ 08608
U.S. Post Office & Courthouse Room 3295 700 Grant Avenue Pittsburgh, PA 15219	U.S. Courthouse 3rd Floor - Jury Room 5500 Veterans Drive Charlotte Amalie St. Thomas, VI 00802-6424
William J. Nealon Fed. Bldg. & U.S. Courthouse - Room 101 235 N. Washington Avenue Scranton, PA 18501-1148	U.S. Courthouse 3013 Estate Golden Rock Jury Assembly Room Christiansted, St. Croix, USVI 00820
Ronald Reagan Federal Bldg. 4th Floor Training Room (Follow pink signs) 228 Walnut Street Harrisburg, PA 17108	

October 14, 2008



THIRD CIRCUIT CM/ECF TRAINING INFORMATION

CM/ECF live training classes are free and will be held at locations throughout the circuit. Please check the ECF Registration database for available dates, times, locations, and seating capacity.

The class has been approved for 1.5 hours of CLE credit in Pennsylvania and Delaware (transferable in New Jersey and U.S. Virgin Islands).

The course is approximately one and a half hours in length and covers the following topics:

I. Introduction to CM/ECF in the Court of Appeals

- A. Third Circuit CM/ECF Webpage**
- B. Third Circuit Local Rules and Policies**
- C. CM/ECF Public User Manual**

II. Training on ECF

- A. Filing Electronic Documents**
- B. Quality Control and Error Correction**

III. Practice Document Filing

IV. Registering as an Appellate ECF Filer